

## **Rubric for Reviewing Perkins On-line Applications**

### **Narrative**

#### **Part I Accountability**

- ❖ Review the accountability data for your schools (found in the master file if you don't have that information) to find which indicator(s) they did not meet.
- ❖ You would expect to see boxes checked or text entered for each indicator not met.
- ❖ You would also expect that the activities would be logical and practical.
- ❖ If the district/institution has not done this, do not approve.

#### **Part II Required Uses of Funds**

- ❖ You would expect a response on each item.

#### **Part III Required Activities**

- ❖ You would expect a response on each item.

#### **Part IV Special Populations**

- ❖ You would expect a response on each item.

**If any of the four parts are left blank or incomplete, do not approve.**

### **Equipment Explanation**

- ❖ Used only if equipment is purchased.
- ❖ Check for legitimacy of purchase: will this enhance instruction and benefit students? (For example, a copier for the main office or computers for administrators.) **If not, you may disapprove.**

### **Budget**

- ❖ The edits from the equipment explanation page and this page will ensure that most numbers are in the correct places. Totals from the equipment explanation page will be carried forward automatically.
- ❖ There are five allowed spending categories: Salaries, Equipment, Professional Development, Improvement and Expansion, and Administration. There are also 4 general Core Indicators. If a school has not met one of the core indicators, you might expect (not mandatory) to see expenditures under this indicator. (We cannot require it, but we can suggest it.) You might also question whether buying any kind of equipment will help meet the core indicators.
- ❖ The only required expenditure is Professional Development. The minimum amount will be displayed on the budget page.
- ❖ Cost of instruction (fees for sending schools) should be listed in Core Indicator 1 under Improvement and Expansion
- ❖ Check the explanation portions below the budget grid. Most of the choices are standard; the exceptions will come in the "other" category.
- ❖ Ask yourself: Is this reasonable, logical, practical? Do the expenditures coordinate with the information on the narrative portion? That is, if they say they are hiring a VRE, is there salary money budgeted?

- ❖ If you have a question, call the applicant for more information.
- ❖ Remember, they must budget for the entire allocation amount (displayed on page).

### **Approval**

- ❖ This is your opportunity to feel powerful!
- ❖ Based on your reading of the grant and the thoroughness of their submission, you may approve or disapprove.
- ❖ If you disapprove, please make comments in the DESE comment section so the district/institution will know what needs to be fixed.
- ❖ Whatever you do, an e-mail will be sent to the district/institution informing them that you have made a decision.